



SNEDIGAR RECREATION CENTER

4500 S. Basha Rd.
Chandler, AZ 85248
480-782-2640

FACILITY RENTAL POLICY

SNEDIGAR RECREATION CENTER RENTAL PURPOSE STATEMENT

The Snedigar Recreation Center (SRC) is a facility that is dedicated to providing affordable recreational and leisure opportunities for all ages by developing diverse programs and services that encourages citizen involvement and a strong active community while striving to promote the social, cultural and healthy lifestyles of its residents and visitors. When not in use for the Center's own classes and programs, the 2,600-square-foot multipurpose room and one classroom are available for private rental. The policies, rules and regulations detailed in this guide are in place to help govern the use of the facility in order to provide a safe and enjoyable atmosphere for our residents, visitors and staff.

FACILITY RENTAL POLICIES AND PROCEDURES

1. All reservations must be made by an individual 18 years of age or older and can be made over the telephone or in person at the Snedigar Recreation Center with a credit card, cashiers check or cash.
2. The individual who makes the reservation (permit holder) must be present at all times during the event or meeting.
3. A reservation can be made up to one year in advance for the multipurpose room and up to 90 days in advance for the classroom and is on a first come, first served basis. Sorry, no ongoing reservations will be accepted at this time.
4. A two-hour minimum reservation is required, when reserving the multipurpose rooms. The multipurpose room is available only on Friday's between 5 p.m. and 12 a.m. (midnight) Saturday's between the hours of 2 p.m. and 12 a.m. (midnight) and Sunday between 11 a.m. and 8 p.m.
5. All classroom reservations must take place during regular Snedigar Recreation Center business hours.
6. A \$500 security/damage deposit will be collected 30 days prior to the event date with a valid credit card number.
7. A minimum down payment of two-hours is required and the remaining fee needs to be paid in full 30 days prior to the event date. Reservations made less than one month before the rental date must be paid in-full at the time the reservation.
8. Fees are subject to change with or without notice, at any time. Rate changes are not retroactive.
9. Rental fees include: a designated room, a one-time set up of tables and chairs, and a staff member to monitor the event.

10. A mandatory meeting with the Rental Coordinator or designee will be made once the reservation is processed to review rental policies and procedures, table arrangement and any special requests.
11. Failure to adhere to or enforce policies shall result in forfeiture of part or all of the \$500 damage/security deposit.

GENERAL GUIDELINES

1. The Rental Coordinator must first approve all organizations, groups or individuals interested in using or renting the SRC. Priority will be given to those groups who are Chandler based.
2. All groups must be under competent, adult supervision with the person or group using the facility assuming full responsibility for any damage to the facility or equipment.
3. Smoking is not permitted inside the facility at any time (City Ordinance #1767). The permit holder is responsible for enforcement of the no smoking policy. Damages that occur as a result of violating this ordinance will be charged, to the permit holder's damage/security deposit credit card on file.
4. Rental parties, instructors and group leaders will be held responsible for the actions of their children. For their safety, please enforce the following rules:
 - Children must be under adult supervision at all times while in the facility.
 - Rental parties, instructors and group leaders must keep control of their children and remain in the room at all times.
 - It is the responsibility of the person in charge to make sure proper supervision and conduct takes place.
 - Children are not allowed to run free throughout the SRC.
5. Reasonable and appropriate noise levels must be maintained and will be monitored by the facility staff.
6. Room occupancy limits, as established by the Fire Marshall, apply. If there is a concern with the number of people in the room during the time of the event, staff will expect you to cooperate.
7. Animals are not allowed inside the facility or in any classroom, except for certified guide animals. If animals are part of a special event or program, permission may be granted by the Rental Coordinator, under special conditions.
8. It is the responsibility of the permit holder to completely remove all possessions, empty trash into waste bins, empty waste bins into outside dumpsters and make sure their function ends and clean up takes place at the times agreed to in the contract. It is the responsibility of the permit holder to enforce the contract times.
9. If additional equipment is being rented for your event, it is the responsibility of the permit holder to make arrangement to meet the rental company at the SRC to accept the deliveries. Facility staff cannot sign for outside rental items and the SRC will not be responsible for them while they are on the premises. The rental companies must pick up rental items within 24 hours of the rental, except on the weekends; items will be stored in the room for pick up on Monday.
10. Failure to adhere to or enforce guidelines shall result in forfeiture of part or all of the \$500 damage/security deposit.

ROOM SEATING CAPACITIES

ROOM	Classroom-style	Banquet-style	Theater-style	Conference-style
1 Classroom	16	-	30	16
Multipurpose Room 1 section	30	30	40	30
Multipurpose Room 2 sections	60	60	70	60
Multipurpose Room 3 sections	100	100	100	100

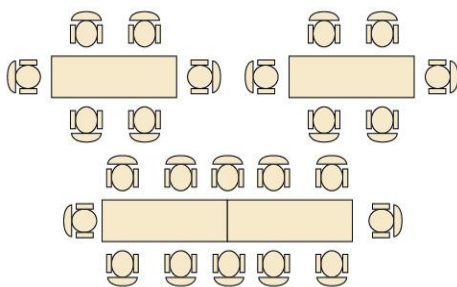
HOURLY ROOM RATES

ROOM	Chandler Resident	Non-Resident	Chandler Non-Profit Group Rates
1 Classroom	\$25	\$34	\$12.50
Multipurpose Room 1 section	\$25	\$34	\$12.50
Multipurpose Room 2 sections	\$50	\$68	\$25
Multipurpose Room 3 sections	\$70	\$95	\$35
Refundable Security Deposit	\$500	\$500	\$500
Alcohol Permit*	\$14	\$19	\$14
Off-Duty Police Officer*	\$53.13	\$53.13	\$53.13

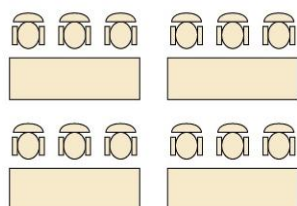
*An alcohol permit and two off-duty police officers are required in order for alcohol to be served

ROOM SET-UP EXAMPLES

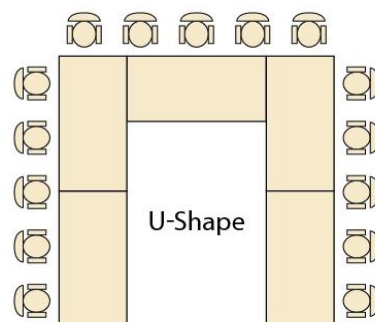
BANQUET



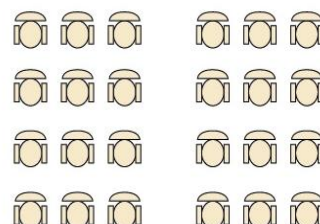
CLASSROOM



CONFERENCE



THEATER



FACILITY RENTAL INFORMATION

1. SET-UP

- SRC staff will provide a one-time table and chair arrangement. If time is needed for decorating or bringing in materials for food, one-hour of set up time is \$25 for residents and \$34 for non-residents. If extra time is needed, the cost will be at the regular room rate.
- Furniture and/or equipment are not to be moved in the room(s) without the permission of the Rental Coordinator. Rooms are to be returned to their original set-up at the conclusion of every event, unless otherwise stated.
- If tables are permitted to be moved, do not drag tables across floors. Two people must move tables. The permit holder will be charged 100% of the repair and/or replacement cost of a broken table, and/or to repair scratches to the floors or any damage to carpets. This amount will be charged, within one week to the permit holder's damage/security deposit credit card on file.

2. CLEAN-UP

- Each event is responsible for clean up after their event. One hour of clean-up time is \$25 for residents and \$34 for non-residents. If extra time is needed, the cost will be at the regular room rate.
- Cleaning includes, but is not limited to: removing all decorations, clearing off tabletops, removing table coverings and wiping down all tables; sweeping spills or messes from floors; wiping off chairs and placing them under the tables or against the walls; and disposing of all trash and recyclables into proper receptacles. Close all blinds on windows and turn off the lights upon exiting the room.
- Paper towels, trash bags, broom and dust pan, and basic cleaning supplies may be checked out from SRC staff.
- Liquid waste may not be placed in any trash container. Soda cans and water bottles must be emptied before being placed into any recycling containers.
- All clean-up must be completed prior to vacating the premises. The SRC staff will perform a room inspection with the permit holder upon completion of the reservation. If the room is left unclean, damaged, or if there is any missing or damaged equipment, the permit holder will be charged for the damages. This amount will be charged to the permit holder's damage/security deposit credit card on file.

3. FACILITY RENTAL HOURS

Reservation time should be made from the time the renter needs the facility, to when the group will vacate the facility. Rental parties must end no later than 12:00 a.m. midnight on Fridays and Saturdays, with clean up and vacating no later than 1:00 a.m. Parties must begin after 5:00 p.m. on Fridays and 2:00 p.m. on Saturdays. Sundays from 11 a.m.-8 p.m. Facility rentals are not available on City-recognized holidays. Rental times must be in half-hour segments.

- Reservation hours must be strictly observed. It is the duty of the permit holder to ensure that guests depart the reservation on or before the time designated on the Facility Use Permit.
- If failure to depart occurs outside of normal operating hours, an additional charge of \$50 per each 15 minutes (rounded to the nearest quarter hour) will be assessed to cover staff and building operation costs. This amount will be charged to the permit holder's damage/security deposit credit card on file.

4. EQUIPMENT

- Multi-purpose Room 504 has a white board. A projector and screen is available upon request to be used during the reservation.
- Do not use any type of markers that will bleed through paper and onto the tables. Any damage to the tables, white boards, and/or projector and screen will be charged to the permit holder's damage/security deposit credit card on file.
- Only dry-erase markers should be used on the marker boards. Do not use other markers of any kind.
- It is the responsibility of the permit holder to provide all items needed for the reservation. Supplemental supplies (markers, pens/pencils, paper) and disposable items (plates, napkins, cups, utensils, table-coverings) are not provided. Copies are available at the front desk: fifteen cents each.
- The SRC offers a variety of audio/visual equipment. Equipment rental must be pre-arranged with the Facility Manager or designee. Only trained SRC staff can operate these items. Equipment rented from the SRC must be returned to the Facility Manager or designee immediately at the end of the reservation.
- In the event of equipment failure, do not attempt to fix it, instead, ask for SRC staff assistance. If someone, in the reservation party, attempts to fix the media equipment/software and causes any type of damage, the permit holder will pay 100% of the repair or replacement costs for the media equipment/software. This amount will be charged to the permit holder's damage/security deposit credit card on file.
- If equipment is being rented from an outside vendor for the reservation, it is the responsibility of the permit holder to obtain permission from the Rental Coordinator. The permit holder is responsible for making arrangements to meet the vendor at the SRC to accept the deliveries. Facility staff will not sign for outside rental items and the staff will not be responsible for items while they are on the premises.
- It is the responsibility of the permit holder to inform rental companies that items must be picked up within 24 hours of the completion of the reservation.

5. DAMAGE/SECURITY DEPOSIT

The permit holder is required to provide a \$500 cleaning and damage/security deposit 30 days prior to the event. City sponsored or city affiliated groups with the Community Services Department are not required to pay a deposit. Deposits are secured with a valid Visa, MasterCard or American Express or debit card. If the following conditions are not adhered to, a portion or all of the deposit will be charged.

- All personal items must be removed from the SRC.
- All tables wiped down, food debris removed and trash is picked up and emptied.
- All rules and regulations detailed in this handout are observed and followed.
- Permit holder completes all necessary cleaning for the reserved room (including a very detailed cleaning of the kitchen).

All debit or credit card numbers that were submitted towards the damage/security deposit will be shredded one week after the reservation. If damage occurred or a violation was assessed (exceeded event time or fire alarms were pulled), the permit holder will be notified of the amount of money being charged and the reason. The debit/credit card will only be charged for the amount appropriate to correcting the problem.

6. REFUNDS

In case of cancellation, the refund policy is as follows.

- 7 to 12 months prior to the event, 25% will be withheld from the down payment.
- 2-6 months prior to the event, 50% will be withheld from the down payment.
- 2 months or less, prior to the event, 100% will be withheld from the down payment.

7. KITCHEN/CATERING GUIDELINES

- Snedigar Recreation Center Kitchen is a Service Kitchen only. Rental groups can bring pre-prepared food into the kitchen to plate, store, warm or cool. If a licensed caterer is supplying the food, they are required to supply a copy of their caterer's license 30 days prior to the event-taking place. Caterers are not permitted to use kitchen to cook in, their food must come pre-prepared. SRC staff will not assist with any delivery, serving, set-up, or clean-up of food/beverages.
- All groups using the kitchen facilities, including renters, are responsible for the thorough cleanup of this area. This involves wiping all counter space/appliances with water and drying with a clean cloth; the floor is to be swept and mopped (broom, mop and bucket provided by Center). All trash is to be placed in dumpsters, and all possessions are to be removed from the facility.
- When using the ice machine, inform the rental staff when you will need it, to make sure they are available to assist. The ice machine is not guaranteed. It is sometimes down for maintenance.

8. ALCOHOL

An alcohol permit must be purchased by the permit holder in order to serve any type of alcoholic beverage. The permit is \$14 for residents and \$19 for non-residents. **The alcohol permit is not transferable. All city, county and state ordinances, laws and statutes pertaining to alcohol will apply.**

- Groups wishing to have alcoholic beverages during events must submit an application at least thirty days in advance of the event to allow time for approval.
- All events with alcohol require the presence of two off-duty police officers.
- The permit is only valid for the permit date and is restricted to the building specified and the number in the group indicated on the permit.
- The permit must be signed by the responsible person who is 21 years of age or older and who will be at the party the entire time,
- Approval will be contingent upon the time and day of reservation and other events scheduled in the facility.
- Alcohol use must be confined to the permitted area of the building.
- There must be a designated bartender responsible for serving the alcohol at all times. The group may contract with whomever they choose to serve the alcohol.
- At no time can guests help themselves to alcohol or kegs. There are no open bottles allowed on tables.
- A designated server may fill wine or champagne glasses but these bottles must also be contained behind the bar and controlled at all times.
- Only the responsible party or the designee of the responsible party is allowed to bring the alcohol into the facility.
- Guests are not allowed to bring in their own alcohol.
- Control of alcohol is crucial and an infraction may result in the closing of your party immediately upon warnings and non-compliance.
- The responsible party signing the permit is responsible for upholding all policies on the supplemental "Alcohol Permit" form given at the time of the reservation. Failure to adhere to these policies will result in the forfeiture of the security deposit.

The following is a list of guidelines observed when scheduling an Off-Duty Officer for events held at the Chandler Community Center and Senior Center.

- Officers are selected on a rotating basis from the Available Off-Duty Officers List.
- The rental coordinator can require an officer to be scheduled at events that do not serve alcohol.
- One officer(s) must be present from the entire time of the event and the other officer must be present during the time alcohol is served until the facility is vacated and closed.
- Officers must be scheduled at the Chandler Police Station at least one month before the date of the event. If the responsible party fails to secure the appropriate officer(s) within fourteen working days of the event, the alcohol permit will be revoked and no alcohol will be allowed on the premises.
- Please call the Chandler Police Department at (480) 782-4204 to schedule officers, arrange payment, and for any questions.
- The fee for an off duty police officer is \$53.13 per officer, per hour with a minimum of three hours.
- Fees must be paid at the time of scheduling the officer or at least two weeks prior to the scheduled event. A contract must be signed with the Police Department. A fee is charged for checks that are returned for non-sufficient funds. If at the end of the function, the officer's hours are less than what has been paid, a refund will be mailed to the responsible party. If the hours are more, the responsible party will be billed for the difference. (Please make checks payable to the City of Chandler.)
- In the case of cancellation, the Chandler Police Department will need to be notified, as well as the Chandler Community Center. A full refund will be mailed. If the responsible party fails to do so and an officer arrives, the three-hour minimum charge will be deducted from the refund.

POLICE OFFICER DUTIES

- Officers are expected to walk through the facility or area where the event is taking place and all surrounding areas repeatedly, throughout the assignment (ie: multipurpose room, upstairs balcony, back stairwells, outside of Community Center, parking garage, etc.).
- Officers are on assignment to secure the area, ensure citizens are not serving or allowing minors to drink, enforce the "No Smoking" policies, and assist facility staff as needed.
- Officers, as well as facility staff, are to notify the responsible party and the person serving alcohol that control has to be implemented at the bar when drinking is getting out of hand and guests are obviously intoxicated. Officers are to ask guests to leave the premises if conduct gets out of hand.
- Should the event/crowd get too disorderly, the Community Center staff may call the event to a halt and ask everyone to leave. At this time, the officer will assist in vacating the building, and remain until the facility is secured. Refunds will not be given if this occurs.

9. NON-PROFIT, GOVERNMENT AGENCIES, AND SCHOOL DISTRICTS

To receive the discounted non-profit room rate, the organization must provide a copy of their 501(c)(3), upon request, and must be based within the City of Chandler. If it is a National organizations (i.e. Boy Scouts, Girl Scouts) must provide a copy of their 501(c)(3) designation on official, organizational letterhead, along with the name of the troop leader and a statement confirming the local chapter is located in Chandler. Government agencies must provide a letter on official letterhead or the permit holder must show a state-issued ID. Chandler Unified School District will need a letter on official letterhead from the Chandler School District or specific school must be submitted at the time of reservation.

10. FUNDRAISERS

Charitable events are welcome at the SRC. However, no exchange of money can take place at the facility or on park property. Event registration fees and tickets must be pre-sold prior to the event. This includes silent auctions, food, beverages, admittance tickets and monetary donations.

11. DECORATIONS

- No nails, staples, duct/scotch tape or other fastening devices can be used on any walls, floors, ceilings, moldings, counters, or furniture. Only painter's masking tape can be used on the walls. All tape must be removed immediately after use. If any adhesive from the tape sticks to the surface, a charge will be assessed to remove it. Written permission must be given by the Rental Coordinator prior to the use of any type of adhesive. This permission can be obtained during the pre-reservation meeting.
- Helium balloons in all classrooms must have at least a five-foot string so they are easy to remove. All balloons must be removed at the conclusion of the event from the ceiling and floors. There will be a \$50 removal charge for balloons that float to an unattainable height. This amount will be charged to the permit holder's damage/security deposit credit card on file.
- The permit holder must provide their own ladder, equipment, and supplies needed for decorating the facility.
- Glitter and confetti are not allowed in any rooms or on patios at the SRC. Curling ribbon can be used in place of glitter, but must be completely picked up upon conclusion of the reservation.
- Tables used for food service or an extremely messy activity are required to be covered (tablecloths are not provided by the SRC). Cloth, plastic, or paper cloths with plastic backing can be used. The size of the rectangular metal tables are 6' x 3' and the round tables are 5 foot (60 inch diameter) in dimension.
- Fog or smoke machines are not permitted. These machines set off the smoke alarms. If used, the permit holder will be charged for the cost of the alarm company to come out to check and reset the alarm. This amount may be substantial, and will be charged to the permit holder's damage/security deposit credit card on file.
- Requirements for use of candles and other open-flame devices must be in accordance with the City of Chandler Fire Department. Please call the City of Chandler's Fire Prevention Department at 480-782-2121 to set up an appointment to obtain an Open-Flame Permit (OFP), a fee of \$85.00 may be charged for this permit. The permit holder is required to inform the Rental Coordinator of the intent to have an open flame during the reservation and must show the Rental Coordinator a signed/approved OFP prior to the use of the device within the facility or on park property.

12. CONCLUSION

It is the responsibility of the permit holder to relay the rules and regulations to their entire group. Failure to adhere to the rules and regulations outlined in this document may result in expulsion of the permit holder and all attendees of the reservation, and forfeiture of the entire damage/security deposit, as well as forfeiture of any future use of the facility. Any expense incurred by the City for repairs, damaged equipment, facility damage, stains or marks on furniture, floors or walls will be charged to the permit holder's damage/security deposit credit card on file.

This document is by no means an exhaustive list. The Rental Coordinator maintains the right to implement changes and additional rules/regulations, except as indicated, to any reservation as needed, in order to ensure the safety and security of City staff, guests, the park and the facility.

I have received and reviewed the Snedigar Recreation Center's Facility Rental Policies and Procedures. By signing this form, I understand and agree to act in accordance with the Rental Policies and Procedures. I understand and take full responsibility for the actions of my party for the contracted date and time of my event. If I violate the terms and conditions of the Rental Policies and Procedures, I will forfeit my damage deposit and cover any damage expenses deemed necessary by the Recreation Coordinator.

PERMIT HOLDER (print)

PERMIT HOLDER (sign)

DATE

RENTAL COORDINATOR

DATE